XC Chelsea Masters Board Meeting
JANUARY 13/19
i Cook Persian
BOARD Minutes

Invited: H.MacDonald (HMD), J.Coburn (JC), , A.Butler (ABu), G.Crevier (GC), Micheline Patrice (MP), Peter Ostrom (PO), Liz von Moos (LVM), Nicole Rayner (NR).

Excused/Absence: G.Crevier GC

Next meeting: FEBRUARY

AGENDA

Chair: JC **Note taker & timekeeper:** MP

#	time	Lead	Item	Description / Notes & decisions / Action Items
1	6:00		Opening & welcome Approval of agenda Approval of Minutes from December 16/18	DESCRIPTION: Approval of minutes (link) DECISIONS: Agenda approved :MP Minutes approved:JC
2	6:20	JC	Review of action items	DESCRIPTION: see running list below. NOTES & DECISIONS:
3	6:30	HMD	Financial Report	DESCRIPTION: report on current situation NOTES & DECISIONS: Treasurer Report - Jan 7 2019 1 Financial Statement Jan 7, 2019 a) Cash position at Bank

Reconciled to the Bank as of Jan 7, 2019 = $33867.41

2 Budget
Budget was for $1665 deficit
Current forecast is for $7281 deficit

3 Variance Analysis

Forecast Deficit Jan 13		-$7,281	
Opening Budget Deficit		$1,665	
Lower Rev	$540		
Higher Coaching		$1,820	
Higher Legal & Settlement			$400
Reduction in Sponsorship			$500
Audit no pro bono		$1,000	
Donation to Fundrace		$500	
Higher Board Meetings		$840	
Icana coaches		$ 500	

4 Fund Race Est Rev 4628

Forecast Revenue is $40K
Must keep revenue capped at $50K or members will have a mandatory increase in fees if we charge HST 13% deferred

5 Forecast Deficit Reduction deferred
One coach on Tuesday was mentioned

6. No major expenses for the rest of the year until NK is resolved .

Fee per Hour	Coach per Skier (no dropins)	
Sat	57	10.3
Tues	85	5.5

Ignore drop ins
Tues pays more an hour and receive more coaching supports

Seems fair keep two Dropins usually max out on Sat

				Sell SnowBird Pkg to Janice G for Evolve $25 * 4 100 Others ideas ?? ACTION ITEMS:
4	7:00	ABu	Membership	DESCRIPTION: report on current situation NOTES & DECISIONS: - 102 members todate ACTION ITEMS: see action items
5	7:10	PO	Athletic Director Report	DESCRIPTION: report on current - Program 2019-2020 - thoughts ie. program one evening of fitness, plus other evenings with different events with one coach -Gatineau Loppet - Thursday Feb 14 ED will be holding a pre loppet waxing evening - Peter Hamilton will be available for waxing at the GL. - there will be a coach available for Saturdays r practice on Feb 16 - - Cansi Level 1 - has been offer to coaches, coach ratios, - request for video analysis, difficult with 36 participants to film everyone, no at this time with the coaches NOTES & DECISIONS: Welcome Karen Nesbitt, new XCCM coach ACTION ITEMS:see action items

6	7:20	NR	Social Report	DESCRIPTION: Update on Alex Bota event; discuss end of year party ideas (dates/location), NOTES & DECISIONS: Alex Bota - Alex farewell party will be held on Sunday Jan 20/19 @ 6 pm - location : Elmdale Oyster House reservation for 10 , drop in Year end party - year end party ie Chelsea de curling rental $ 500.00 , 15 per person - -date April second week ACTION ITEMS:
7	7:50	GC	Director At Large	DESCRIPTION: report on current situation NOTES & DECISIONS: 1. Roller skis: I have asked FAE if they will accept $150 for the roller skis that we had borrowed earlier this year. In negotiation. 2. Emergency Preparedness: I have followed up with the NCC regarding the presentation and they acknowledge that they are behind. I suspect that at this point in time they are too preoccupied with other matters. Suggest: ○ Initiate the discussion with the NCC in late summer of 2019 for the next ski season. ○ I have contacted other local ski clubs about their plans. I propose that I discuss this with the Athletic Director and one of our coaches (I have Dan in mind) and we prepare a report for the Board's review. 3. Strategic Plan: I have followed up with Pierre Lafontaine to see if he is still willing to proceed with this and if so to meet.

				4. A review of the costing and Board feedback suggests that this matter was not worth pursuing. 5. Meeting NCC with Parc Stakeholders on December 19. The meeting was held at the Visitors Centre and included various stakeholders/users groups – about 15 in all including other ski clubs, Alpine Club of Canada, Mtb associations, Friends of Gatineau Parc, etc. Matters of interest to XCCM: ● Brown Cabin will be converted to a day-use cabin ● A parking lot will be reclaimed and put into service for next year along #56, accessible from the Eardley Road (very north end of the Parc) ● Greater enforcement of the trail network for ski passes will be taking place in the future ● The NCC and Skinook have come to an understanding opening the *Relais Plein Air* to the public from 09:00 to 20:00 seven days a week ● Very lengthy discussion about the decision making matrix used to determine “recommended” or “not-recommended” for trail conditions. Despite what might seem to be a somewhat arbitrary and subjective exercise, was being approached with a long list of definitive criteria each one accompanied with its own measurement criteria. Such an exercise could only take place in a city of bureaucrats! ACTION ITEMS:
8	8:00	LVM	Communications	DESCRIPTION: current status, review of activities, possible changes/support needed NOTES & DECISIONS: -Newsletter update volunteer & fall serve completed -photos from GC

				-who can have access to FB ie members vs non members -contact Allan and PL for clinic information/update ACTION ITEMS:see below
9	8:10	JC	President	DESCRIPTION:report on current report - Fundrace report - proposal support 2 athletes Antonia Cyr ⅔ , Zakary ⅓ biathlon attending worlds championships - Preferred process/procedures - all inquiries should go to chelsea masters - NOTES & DECISIONS: ACTION ITEMS:see action items
10	8:20	All	New business:	DESCRIPTION: report on current NOTES & DECISIONS: - NK letter sent and received by her - some people are not signing up do to races - think forward , race package , - evolve drop in ACTION ITEMS:
11	**8:30**		Adjournment	February 18 ‘’1800 Holly ‘

ONGOING ACTION ITEMS

#	who	what	Due Date	
1	ABO/HMD	Set up a review of the club's financial statements	Ongoing A review will cost approx $ 2000 We are looking other options o ie pro bono yes	
2	ABO/HMD	Find an accountant	Ongoing yes	
3	ABu	To assist JC in regards to the website	Ongoing delete	
4	GC	Will contact the coaches and NCC in regards to EMS.	NCC will do a presentation about EMS, ongoing yes	
5	ABO/HMD	will have Murray past treasure removed from CRA	Jan 2019 NO	
6	PO	Remind new coaches to set up insurance.	completed	
7	ABu	With JC will be in contact with members dropping into practices without payment.	completed	

FORWARD AGENDA

1.	ABu	will look into individuals who sign up/pay for a drop but show up for another day.	tbd
2,	PO	Ask the coaches for dates for Cansi minum 6 people required.	completed
3.	JC/PO	will follow up with evolve to start Jan 9/10	completed
4.	JC	The counter offer letter to NK will be reviewed and approved by all board members prior to sending . ASAP	completed
5.	JC	Will follow up with one person who is outstanding for drop in .	completed ?
6.	NR & HMD	Will contact Alex in Jan/19 to organize his farewell party	done
7.	NR & HMD	In January will pick a date for year end party	ongoing
8.	NR & HND	Next social will be a ski in pot luck TBD	no
9.	GC	Follow up with FAE for auction items ie Good in kinds, certificates	completed
10.	GC	Will reach out to the other clubs to see if there is an interest in attending the Ontario Masters in Timmins. ie Dave McMahon, Nakkertok, ski cam	deferred to next year

11.	GC	**Will follow up with PL in regards to strategic planning**	completed
12.	JC	**Will create a survey for feedback on the fall dryland and snow program.**	completed
13	PO	**F/U with the organizers of the Fundrace who are looking for help with auction items .**	completed

January 2019 Action Items

1	HMD	Will contact a charter account for 2017-18 Audit .		
2	ABU	Will contact the Clinic coach in regards to the location of the practices.		
3	LV	Will update the Gatineau park conditions on Chelsea Masters FB page.		
4	PO	To follow up with the coaches to regroup during the practices		
5	PO/GC	With GC will coordinate with FAE to host the club for an evening on waxing .		
6	PO	Will contact ED to see how many people he can host at his home for pre GL race waxing.		
7	PO	Will contact the coaches to consider running a clinic on Video analysis.		
8	ABU	Will create shopping cart for year end party.		
9	ABU	Will prorate evolve for the remaining winter session.		
10	JC	Will follow up with an outstanding member in regards to drop in.		

13	**ABu**	**Will place in the products when the session is " full" for the drop in, especially on Saturday 's.**	**completed**	
14	**GC/JC**	**Will reach out to FAE and the two athletes who are the recipients of funds from the Fundrace ideally for early February.**		
15	**JC**	**Will organize the awards communitte etc.**		
16	**JC**	**Send out thank you to everyone involved in the Fundrace.**		